



2025 Annual Solid Waste Management Report for Licensed Transfer Stations/Storage Sites

Licensed transfer stations and storage sites must complete and submit this reporting form to the Maine Department of Environmental Protection (DEP) by **April 30**, annually, to meet the annual reporting requirement in accordance with 38 M.R.S. § 1310-N(6-D). **We prefer that you complete and submit the form electronically**, but you may print a paper copy to fill out by hand. If you fill out a paper copy by hand, **we prefer that you scan and email** an electronic copy, but you can mail the paper copy to the Department if you wish.

- Please use the facility name and license number as it appears on your DEP license and include this information with any attachments that are provided separately so that we can match them to the proper facility.
- **If filling out the form electronically and emailing, the form *must include an electronic signature*.**
- A page with additional blank space has been provided in case you need more space.
- **Please keep a copy of this report for your own records.**

Please be aware that there is a separate reporting requirement for municipal recycling (the Biennial Recycling Progress Report for Municipalities). For questions related to reporting on your recycling efforts, please contact Brian Beneski at brian.beneski@maine.gov or (207)592-0248.

<p>Please email (or mail) one copy of your signed and completed report to:</p>	<p>Vincent Prescott vincent.prescott@maine.gov Maine Department of Environmental Protection 17 State House Station Augusta, ME 04333</p>
<p>For questions regarding your annual report fee, invoice, or payment, contact:</p> <p><i>(Do not send payments to the Maine DEP)</i></p>	<p>Gerry Travers geraldine.travers@maine.gov</p>
<p>If possible, please make invoice payments via our online payment portal; https://www.maine.gov/dep/paymentportal</p> <p>You may also send your annual report fee payment and payment stub to the Natural Resources Service Center.</p> <p>If you have more than once invoice, you may submit one payment for the total amount, but please include all invoice stubs with your payment.</p>	<p>Make checks payable to:</p> <p><i>Treasurer, State of Maine</i> Natural Resources Service Center 155 State House Station Augusta, ME 04333</p>

For help with questions about your license, operations, the annual report form, trouble with the format of this report, or if you are not sure if this is the correct form for your facility, please contact your project manager. If you are not sure who your project manager is, please feel free to contact someone from your nearest regional office or Unit Supervisor Eric Hamlin by phone at (207) 694-9389 or email at eric.p.hamlin@maine.gov

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- This form is used for all transfer stations and storage sites regardless of size or scope and therefore may contain waste categories or rows in the forms that do not apply to your facility. You do not need to enter information into those form sections that do not apply.
- All data should be for the previous calendar year (January 1 – December 31).
- Please enter information in the manner most applicable to your facility. For example, if your facility has areas only for mixed wastes (all CDD is mixed, for example), then there is no need to enter any information in the lines for separated waste streams. If you separate out portions of wastes streams, please use the appropriate lines for the separated wastes. For example, if you store asphalt shingles separately but all other CDD is mixed, use the lines for “Mixed CDD” and “Asphalt Shingles”.
- Use only the categories listed in the table unless the DEP gives prior authorization for use of an added term. Please ask us before adding a category if your facility handles a waste stream that isn’t covered on this form. **Please do not customize or modify the form without specific approval.**
- If the facility receives a waste type from multiple states, use the provided blank rows to enter the amount from each state in a separate row.
- Please note waste types received and enter information only for the wastes handled at this facility, including those wastes that were recycled, processed, burned, etc. Any waste or residue from recycling or reuse efforts such as trash removed from recycling or furniture that was not taken away from a swap shop for reuse by someone should be reported based on the means of disposal. For example, recycling residue would generally be counted as part of your MSW total, and discarded furniture (sometimes referred to as “bulky waste” but considered CDD by DEP definition) would be counted as CDD.
- Universal and electronic wastes: If your consolidator (contractor) provides you with an itemized report by the time you need to file, please attach that to your report. Otherwise, please list those items in the table in Section 1.

- Enter amounts *in tons* whenever possible. See Appendix A at the end of this report for conversion factors. Contact your project manager for possible conversion factors for other waste types. If you cannot report in tons, enter the volume or number and the unit of measure, e.g., cubic yards, units, or pieces. The DEP will be asking “final destination facilities” to provide data to transfer stations/storage facilities so you will have accurate numbers for the outgoing wastes.

Facility Name: _____

DEP License Number: _____ Report Year: _____

Contact Information

Contact Person: _____

Title: _____

Town/Business Name: _____

Mailing Address: _____

City/Town: _____ Zip Code: _____

Email: _____ Phone: _____

Transfer Station Operator and Physical Address of Facility

Name: _____

Email: _____ Phone: _____

Physical Address: _____

I have examined this report and to the best of my knowledge, I believe said report is true, correct, and complete.

Signature of person completing this form

Date

Printed name of person completing this form

List of Users

Please list **all** users (e.g., municipalities, unorganized territories, haulers) of the facility covered by this report. If haulers deliver solid waste from multiple users, please ensure all the users served by the haulers are also identified. All facilities, including commercial operations, must provide a complete list. If you need more space, please attach a separate list of facility users.

Facility Name: _____

Report Year: _____

DEP License #: _____

SECTION 1: WASTE HANDLED AT THIS FACILITY

***Report in tons when possible.** Avoid reporting variable container sizes (boxes, bins, and trucks) because the amount of material is unclear, instead report how many tons or cubic yards are in the container. Use Appendix A for common conversion factors. Contact your project manager for conversions not included.

Separated waste: Report when waste leaves as a separate waste stream. If waste entered the facility as a separate waste stream but left in a mixed waste stream you may note that in the “amount removed” column.

Extra lines: If this table doesn’t provide enough room for a given waste type, you can add more in the extra lines page after this table.

Category	Waste Type	Received? (Yes/No)	Amount Removed (ideally in tons)	Units (tons*, cu yds, pieces, feet, etc.)	Name of hauler	Where was the waste sent? Facility & State
1	MSW (trash)					
1	MSW (trash)					
1	MSW (trash)					
2	Mixed CDD (not separated)					
2	Mixed CDD (not separated)					
2	Mixed CDD (not separated)					
2	Wood from CDD (including particle, pressed or painted)					
2	Asphalt shingles (if separated)					
2	Mattresses (if separated)					
2	Furniture (if separated)					
2	Carpeting (if separated)					
2	Wood Pallets (if separated)					
3	Paper (office, newspaper, magazines, etc.)					
3	Cardboard (OCC)					
3	Glass containers					
3	Metal cans (if not combined with scrap)					
3	Plastic					
3	Mixed recyclables					

- 1. MSW – trash
- 2. CDD – construction and demolition debris
- 3. Recyclables

Facility Name: _____

Report Year: _____

DEP License #: _____

Category	Waste Type	Received? (Yes/No)	Amount Removed (ideally in tons)	Units (tons*, cu yds, pieces, feet, etc.)	Name of hauler	Where was the waste sent? Facility & State
4	Mercury-added lamps (Fluorescent lamps, HID, and CFLs)					
4	Rechargeable batteries & cell phones					
4	Mercury thermostats					
4	Other mercury devices					
4	Lamp Ballasts					
5	Computers/laptops					
5	Monitors					
5	Printers					
5	TVs					
5	Video games					
5	Mixed electronics/other					
6	Leaves/non-woody plant waste					
6	Food scraps					
6	Shells (oyster/clam, etc.)					
6	Finished compost (only report here if you do not have a separate compost facility license)					
7	Mixed scrap metal					
7	Ferrous (iron, steel, etc. if separated)					
7	Non-ferrous (copper, brass, aluminum, if separated)					
7	White goods (list here if recycled separately from other scrap metal)					
7	20lb propane tanks (and larger)					

- 4. Universal waste * Attach consolidator report or list in table
- 5. Electronics * Attach consolidator report or list in table
- 6. Compostable * Includes organics separated from MSW
- 7. Metal

Facility Name: _____

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DEP License #: _____

Category	Waste Type	Received? (Yes/No)	Amount Removed (ideally in tons)	Units (tons*, cu yds, pieces, feet, etc.)	Name of hauler	Where was the waste sent? Facility & State
8	Brush, small branches, etc.					
8	Stumps, logs, etc.					
9	Rocks/soil, unpainted concrete/brick, porcelain, ceramic					
9	Cured asphalt					
9	Crushed clean glass					
9	Catch basin grit/street sweepings (no trash or contaminants)					
10	Coal/multi-fuel boiler ash					
10	Burn pile ash					
10	Wood ash from residents					
11	Tires					
11	Car batteries					
11	Paint (PaintCare eligible)					
11	Paint (not accepted by PaintCare)					
11	Waste oil		REPORT IN	SECTION 2(D)		
11	Antifreeze		REPORT IN	SECTION 2(D)		
12	'Swap shop' area (Estimate the amount of material diverted from disposal)					

- 8. Wood waste/land clearing debris * not CDD
- 9. Inert fill
- 10. Ash * Attach any required characterization
- 11. Other
- 12. Swap shop

Facility Name: _____

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This section provides EXTRA SPACE for any waste types you didn't have enough room for in the previous table.

Be sure to include the waste type(s) that you need more space for and include all column items from previous table. You may skip this page if you don't need extra space.

Facility Name: _____

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DEP License #: _____

SECTION 2: SUMMARY OF WASTE HANDLING AREAS

Base Pad

One of these boxes must be checked for your annual report to be complete. If you need help answering this question, please contact your project manager.

This facility **does not** store any wastes (including materials separated for recycling or reuse, composting, processing, or burning) on the ground. All wastes are stored in intact containers, inside a structure, or on paved storage pads.

This facility **does** store the following wastes or materials on the ground (list waste and see “verification”):

Verification of 2 feet of separation between the waste and seasonal high water/bedrock at each location where any wastes or materials accepted at the facility are stored on the ground **must be provided**. Verification can be soil reports, photos, or descriptions of the steps taken to ensure that base pads are being maintained.

Transfer stations and storage facilities licensed under Chapter 402 are required to maintain the minimum 2 feet separation between all uncovered wastes that are stored on the ground and both seasonal high water and bedrock that was established at the time the facility was licensed. In the context of this report, “waste” includes materials that have been separated out to be recycled, processed, or burned. Because a small amount of soil that makes up the base pads is typically scraped up during removal of the wastes stored on pads, that soil must be replaced (this must be same type of soil approved by the Department to create the original soil pad) to ensure the 2 feet of separation is maintained. Many facilities establish a marker at the top of the 2-foot layer as a means of either verifying that the required separation has been maintained or that appropriate material needs to be added.

Wood Waste Burning

One of these boxes must be checked for your annual report to be complete. If you need help answering this question, please contact your project manager.

This facility **does not** burn wood wastes of any kind.

This facility is licensed to burn, and **does** periodically burn the following materials (list material):

Verification of *2 feet or more of till soil* between the burn area and seasonal high water/bedrock has been provided, or the burn area is on a concrete pad. Verification can be soil reports, photos, or descriptions of the steps taken to ensure that base pad is being maintained. **Results from your most recent ash testing must also be provided.**

Chapter 402 has specific rules regarding burning wood waste. If wood waste and/or wood from CDD is approved to be burned, the burn area must be no larger than 625 square feet, unless the need for a bigger area has been approved by the DEP. It must be surrounded by a fire break consisting of a strip at least 25 feet wide cleared to mineral soil, then a 25-foot-wide, mown grass strip.

Ash in the burn area must not be allowed to accumulate to more than 6 inches and must be regularly transported to a facility licensed to accept ash. Ash must also be tested in accordance with the rules.

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NOTE: the DEP has determined, based on analyses of burn pile ash, that the burning of painted wood renders ash unsuitable for agronomic utilization and may result in ash that is hazardous waste.

Universal Waste Handling

This facility accepts Universal Waste from: (check all that apply)

- Households
- Businesses
- Municipal buildings/schools
- This facility does not accept universal wastes.

If you **do not** accept Universal Wastes at your facility, where do you direct your residents and businesses to deliver these products? (List locations):

Waste Oil and Anti-Freeze Management

Check if not applicable

	Waste Oil	Antifreeze
Gallons removed by licensed transporter		
Name of transporter		
Frequency of removal		
Gallons burned on site		N/A
Gallons burned off-site		N/A
If burned off-site, where was it burned?		N/A

Household Hazardous Waste (HHW) Collection

Do you host or participate in household hazardous waste collection?	
Facility or hosting organization	
Location of the HHW collection event	
Frequency of collection event	

Monitoring (Gas monitoring inside buildings, stormwater monitoring, etc.)

This transfer station or storage facility does not have a monitoring plan.

If your facility **does** have a monitoring plan, please summarize last year's monitoring results, monitoring program and the equipment used. Recommended changes may also be submitted.

Attach additional sheets or provide a separate attachment if additional space is needed.

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SECTION 3: ADDITIONAL REPORTING REQUIREMENTS FOR LICENSED TRANSFER STATIONS AND STORAGE SITES

Pursuant to 38 M.R.S. § 1310-N(6-D), an annual report and fee shall be submitted by the transfer station owner/operator to the Department for review and approval. The annual reporting requirements for transfer stations, in addition to the information provided in sections 1 and 2, are as follows (as listed in chapter 402 § 5 of the Solid Waste Management Rules):

Summarize any factors which affected the operation, design, and/or environmental monitoring program

Operations

Briefly describe any incidents, such as spills, fires, or accidents. Submit copies of reports prepared in accordance with the transfer station or storage facility's Hazardous and Special Waste Handling and Exclusion Plan.

Please report and deviations from the approved facility operations manual, and proposed changes in operations and/or operations manual.

Facility Name: _____

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Provide a summary of staff training provided on operation or maintenance of the transfer station

Design

If any aspect of design was changed, please submit as-built plans and narrative on these changes (proposed design changes for current year may be described)

Other

Recommended or planned changes for your transfer station (if any). Also, please describe any recent improvements in your solid waste and recycling program. Please also note any concerns for your program

Comments

Please provide any comments you have on this revised form, and any suggestions you have for improvements

Annual Solid Waste Management Report
Factors for Converting Volume to Weight of Various Materials

Use these numbers to calculate the tonnage of recycled material if actual weight data is not available.

Paper

Uncompacted office paper
1 cubic yard = 0.20 tons
Uncompacted mixed paper
1 cubic yard = 0.15 tons

Newspaper

Loose (no strings or bags)
1 cubic yard = 0.30 tons

Corrugated Cardboard (OCC)

Uncompacted and flattened
1 cubic yard = 0.10 tons
Baled
1 cubic yard = 0.5 tons

Metals and Cans

Aluminum cans (whole)
1 cubic yard = 0.035 tons
Aluminum cans (manually flattened)
1 cubic yard = 0.125 tons
Ferrous cans (whole)
1 cubic yard = 0.075 tons
Ferrous cans (flattened)
1 cubic yard = .0425 tons
Scrap metal
1 cubic yard = 0.113 tons
Propane tanks
17 lbs.

Glass

Loose (whole bottles)
1 cubic yard = 0.30 tons
55-gallon drum = 0.88 tons
Semi-crushed (manually broken)
1 cubic yard = 0.50 tons
55-gallon drum = 0.15 tons
Crushed, maximum size, 1 ½" (mechanically broken)
1 cubic yard = 0.90 tons
55-gallon drum = 0.275 tons

Plastic

Mixed plastics (#3-#7)
1 cubic yard = 0.025 tons
PETE/PET (#1) (whole, uncrushed)
1 cubic yard = 0.02 tons
HDPE (#2) (whole, uncrushed)
1 cubic yard = 0.015 tons
LDPE (#4) – plastic film
Baled 30"x42"x48" = 0.55 tons

Organic Materials

Leaves (uncomposted & uncompacted)
1 cubic yard = 0.075 tons
Leaves (uncomposted & compacted)
1 cubic yard = 0.225 tons
Leaves (uncomposted & vacuumed)
1 cubic yard = 0.175 tons
Leaves (composted)
1 cubic yard = 0.250 tons
Wood chips
1 cubic yard = 0.313 tons
Grass clippings
1 cubic yard = 0.20 tons
Trees & brush
1 cubic yard = 0.15 tons
Food scraps (mixed)
1 cubic yard = 0.85 tons
Other vegetative waste
1 cubic yard = 0.225 tons

Major Appliances

1 unit = 0.075 tons (average weight)

Other Materials

Demolition debris
1 cubic yard = 0.625 tons
Mattresses
1 cubic yard = 0.0275 tons
Mixed bulky waste
1 cubic yard = 0.20 tons
Wood pallets
1 cubic yard = 0.020 tons
Mercury lamps (fluorescent)
0.1875 lbs. per linear foot
Mercury lamps (CFLs)
0.125 lbs. per unit
U Lamp
2 linear feet
Circle lamp
2 linear feet
Passenger car tires
1 tires = about 20 lbs.
110 tires = 1 ton
Truck tires
1 tire = 120 lbs.
17 tires = 1 ton